



Now Accepting Applications for
**Maintenance and Operations
Superintendent (full-time)**

Annual Salary Range
\$ 104,028 – \$ 126,444
plus full benefits, including CalPERS Pension



Filing Deadline: August 26, 2021 at 5:00 p.m. or first 100 applications (whichever occurs first)

Applications MUST be submitted online at www.GovernmentJobs.com

The City of San Pablo is looking for a dynamic, team-oriented, well-experienced Maintenance and Operations Superintendent for its Maintenance Division. San Pablo has a long-standing reputation for providing superior customer service to residents, businesses and visitors. This characteristic, combined with outstanding staff in all departments, has been a hallmark of success for this high-performance organization. The Maintenance Division provides a variety of services related to the development, construction, inspection, improvement, operations and maintenance of the City's infrastructure, including traffic lights, sidewalks, streetlights and medians, roadways, parks, and storm drains.

About the position

The incumbent of this position plans, manages and evaluates the work of assigned supervisors and staff assigned to the Division to ensure systems and processes in the organization run smoothly, comprising of set standards to manage skilled and semi-skilled employees (including 2 supervisors and approximately 12 maintenance staff) within Public Works. A successful Superintendent should have good analytical and decision-making skills to deal with a lot of divergent information and often have to use this information while conveying decisions to other departments, divisions and higher authorities as well as review organizational procedures and analysis to improve efficiency. The ideal candidate should also possess savvy technology skills in asset management and other software systems that relate to the task and duties involved. For additional information about the position, see the [Job Description page](#) of the City's website.

Experience and Training: An ideal candidate must have demonstrated expertise in organizing, directing, and coordinating maintenance and operations activities with significant emphasis in dealing with a variety of stakeholders – including a wide array of residents, staff, and elected officials. The Maintenance and Operations Superintendent is a leader who will work collaboratively to advance the planning, development and administration of services at the City's corporation yard. Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: Five (5) years of increasingly responsible experience in public works municipal maintenance operations, including two (2) years of supervisory responsibility and equivalent to an Associate's degree from an accredited college or university with major course work in public administration, specialized areas of maintenance, or construction, or a related field.

Required license and certificate: Possession of, or ability to obtain, a valid California driver's license. Possession and maintenance of a valid Pesticide Applicator's Certificate including categories B and C, issued by the State of California.

Benefits: The City provides an excellent benefits package including medical, dental, paid vacation and holidays, life & disability insurance as well as CalPERS retirement pension. Please see the [Benefits page](#) of the City's website for details.

How to apply: Applications will only be accepted online at <http://www.governmentjobs.com/careers/sanpabloca>. For general questions, call the Human Resources Division at (510) 215-3000. Applications must be submitted to GovernmentJobs.com by the date and time listed. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

Recruitment timeline: Although dates may change we suggest planning your calendar accordingly, as these are currently the only interview dates. First Interview: **week of September 13th**. Estimated Start: **beginning-to-middle of November 2021**.

Background investigation and Pre-employment medical examination: Successful candidates will undergo a complete background investigation, fingerprinting, and pre-employment medical examination, which may include a TB test. Americans with Disabilities Act (ADA): Please contact the Human Resources Department on, or before, the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). Immigration Reform & Control Act: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States. Drug-Free Workplace Policy: In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.

SUPPLEMENTAL QUESTIONS

Please respond in detail to the questions below, as they will be used as a screening criteria. Applications without supplemental questions will not be considered.

- 1) The Maintenance and Operations Superintendent directs and participates in analyses and prepares recommendations and reports regarding construction, alteration, maintenance, and repair of the City's facilities (streets, buildings, parks, storm drains, etc.). What was the largest project for City facilities you have managed and what challenges did you face? How did you meet these challenges?
- 2) How have you decided what projects/tasks to delegate to staff and to whom delegate it? Describe the interactive process with your staff. How have you assessed the work results? Please provide specific examples.
- 3) The Maintenance and Operations Superintendent responds to emergency situations as required. What was the most complicated emergency you have responded to? Describe your experience and explain what made it complicated.
- 4) Please provide specific work examples of writing assignments you have worked on. What feedback have you received on them?
- 5) Please describe how the California public contracting code impacts Maintenance purchases. What alternative purchasing tools have you used to facilitate your purchases while remaining in compliance with State law?
- 6) What is the most controversial personnel issue with which you've dealt in your career? How did you handle it?